

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

DEPARTMENT DIRECTOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Department Director is the fourth level in a four level Management series. Incumbents are responsible and accountable for directing a City Department including its personnel, budget, and resources. Department Directors are responsible for the integration of departmental plans and operations with those of other departments and offices and ensuring regulatory and statutory compliance. Department Directors exercise hiring and firing authority and supervise staff.

The Department Director is distinguished from the Assistant Department Director by its responsibility and accountability for a City Department.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises the daily operations in assigned administrative support area, which includes: planning, coordinating, administering, evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
10% |
| 2. | Supervises the daily operations in assigned administrative support area, which includes: planning, coordinating, administering, evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Weekly
15% |
| 3. | Oversees departmental compliance with organizational directives, goals, objectives, and strategic initiatives. | Daily
20% |
| 4. | Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public, elected and appointed officials, and/or other interested parties to coordinate work activities, exchange information, and resolve problems. | Daily
10% |
| 5. | Represents the City and/or department at a variety of meetings, advisory groups, committees, agencies, councils, and/or other related groups. | Weekly
25% |
| 6. | Directs and participates in the preparation, reviews, interpretation, and analysis of a variety of information, data, and reports; analyzes and prepares recommendations based on findings; communicates pertinent information to internal and external parties. | Weekly
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Directs and participates in forecasting, preparing, monitoring, and administering department budgets, which may include capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Monthly 10%
8.	Reviews and analyzes legislative proposals and evaluates potential impacts on department operations and activities.	Monthly 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in a directly related field and seven years of management and supervisory experience including two years at a senior management level are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's Degree desirable.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C license;
- One or more licenses or professional certifications related to the specific technical discipline as required, preferred, or desirable;
- Professional certification within a specific time frame as mandated by a national, state or locally-recognized agency.

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Knowledge (position requirements at entry):

Knowledge of:

- Management and leadership, and supervisory principles and practices
- Public administration concepts and theories
- Budget administration principles and practices
- Financial management principles and practices
- Directing the operations and activities of a multi-faceted department
- Negotiation and mediation techniques
- Public administration concepts and theories
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Principles, policies, practices and operations in assigned area of responsibility
- Program development and administration principles and practices
- Strategic planning and development principles and procedures
- Contract management principles;
- Program/project management planning principles and techniques;
- Statistical analysis, theories and concepts
- General writing principles and report writing techniques
- Research methods
- Computers and applicable software and database systems

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Skills (position requirements at entry):

Skill in:

- Coaching, monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Using computers and applicable software applications
- Provide lead direction and oversight of work performed
- Managing multiple priorities simultaneously
- Analyzing and developing policies and procedures
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Analyzing a variety of statistical data and/or information and making recommendations based on findings
- Conducting negotiations and preparing contracts
- Ability to prepare and make effective oral presentations
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints
- Managing consultant contracts
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Reviewing and approving official documents
- Directing and managing department operations
- Researching and interpreting the Municipal Code, Administrative Orders, laws, regulations, policies, procedures, legal and financial information, and program objectives and goals
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008